

DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
1411 Jefferson Davis Highway  
Arlington, Virginia 22202-3231

NGB-ARZ-T

19 June 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Title 10 AGR Tour Announcement #03-26

1. Reference memorandum, NGB-ARZ-T, dated 26 April 2002, Subject: All States (Log Number IO2-0030) Title 10 Active Guard Reserve (AGR) Tour Announcements.
2. The Army National Guard is seeking applications from highly qualified Commissioned Officers to serve in the Title 10 AGR program as the Assistant SGS, at the Army National Guard Bureau, 111 South George Mason Drive, Arlington, Virginia 22204
3. Officers selected will serve under the authority of Title 10 USC, Section 12301(d).
4. Brief description of duties: Assistant to the Secretary of the General Staff for a major Army headquarters comprised of over 1,500 Army and Air Force personnel, DA civilians, and private contractor employees organized into over 15 subordinate divisions. Develops policy, procedures, and training to ensure timely, accurate, and integrated information flow within the organization. Coordinates staff actions external to the organization with Congressional Liaisons, the Departments of Defense and the Army, Major Army Commands, and other General Officer headquarters throughout the United States. Supervises a protocol section, staff action management section, integration section, and administrative section. Works with National Guard senior leadership on high-level correspondence, visitor control, and staff work flow management issues to best support the goals and objectives of the Director, Army National Guard.
5. Prerequisites:
  - a. Grade CAPTAIN (O3) or not more than MAJOR (O4).
  - b. Military Education: Captains Career Course.
  - c. Civilian Education: BACHELOR OF SCIENCE.
  - d. Must have a Secret security clearance.
  - e. Must have higher level staff experience.

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- f. Command/supervisory experience is preferred, but not required.
- 6. Applications received with postage funded by the US Government for "personal" mail will be destroyed. Applications received with (TAG, MILPO, etc.) endorsements are authorized US Government funded postage. Use of US Government funded overnight or express mail is not authorized.
- 7. This announcement will close **7 July 2003**. Accession Boards will be held periodically to review complete applications. Application requirements and procedures are defined in referenced memorandum (paragraph 1).
- 8. Point of contact is the Staff Management Office, SFC Sandra McDonald at DSN 327-1345 or 703-607-1345 (E-mail: Sandra.McDonald@ngb.army.mil).

FOR THE CHIEF, NATIONAL GUARD BUREAU:

/s/  
GARY S. OWENS  
COL, NGB  
Chief, ARNG Staff Management  
Office

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